

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers

DATE: July 10, 2001

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: RI-SAIL IMPLEMENTATION

Effective Monday July 16, 2001, the Rhode Island Statewide Automated Information Link (RI-SAIL), the new statewide financial management system, will be implemented.

Users will be able to complete the following transactions using the new system:

- Post cash receipt accounting transactions.
- Issue departmental purchase orders (within the limits of delegated purchasing authority).
- Pay departmental purchase orders.
- Reimburse employees for in-state and out-of-state travel expenses.
- Print standard reports using the Purchasing and/or Accounts Payable modules.
- Request federal funds in accordance with the CMIA agreement using RI-SAIL CMIA estimated clearance screens.
- Pay "sundry" payees via a batch import process (see the list of "approved" batch imports on the RI-SAIL Interface Conversion Spreadsheet).
- Transfer monies to other state agencies/funds.

Users should follow the help desk procedures that have been established if they encounter any problems.

If a user cannot locate an employee name in the database to make a reimbursement, please contact Maureen Fletcher via telephone: 222-5067 or via e-mail: MaureenF@gw.doa.state.ri.us.

If a user cannot locate a vendor name in the database to make a payment, please contact the Division of Purchases Vendor Information Coordinator via telephone: 222-2142, Ext. 134.